

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Workshop and Maintenance Section

WMS-35011/1/2022-WMS
16.06.2023

CIRCULAR

21.06.2023

It has been observed that the residents of the Institute's campus are often not obtaining prior permission for organizing an event/family function timely, and sometimes permission is sought only on the day of the even. Therefore, in this context, it is directed to all the residents who plan to organize any family function/event that they should send the request letter at least 15 days in advance so that the necessary approval may be obtained from the Competent Authority.

Further, residents of NIHFV campus have been pitching the small tent/Shamiana for their family function on non-earmarked spaces in the Institute residential campus. As there are already some earmarked spaces for any event/ function, the permission on non-earmarked space like between the buildings, on the Road etc. will not be granted, and such activities are strictly prohibited. Further, appropriate administrative action will be proceeded against residents who are found to violate the guidelines of "Booking of Park".

This issues with the approval of the competent authority.

(Amar Nath Gupta)
I/c WMS

21.06.2023

Copy to :

1. SPA to Director
2. PA to D.D (Admin.)
3. All HODs and Sectional
4. Head Faculty In-charge, WMS
5. In-charge, Admn.I & II -for verification
6. I/C Computer Centre- for uploading on E-office & Institute website
7. RWA- NIHFV Residential Campas
8. Notice Board
9. Guard File